

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Address]
[City, State, Zip Code]

Re: Notice of Withdrawal as Counsel

Dear [Client Name],

Please be advised that [Law Firm Name] and I are withdrawing from our representation of you in the matter of [Case Name/Reference Number], effective immediately.

This withdrawal is necessary because circumstances have arisen that make it impossible for me to continue this representation in accordance with my professional and ethical obligations under the Rules of Professional Conduct. Specifically, a conflict has developed that precludes my further involvement in this matter.

You are advised to secure new legal counsel as soon as possible to ensure that your interests are protected and that all upcoming deadlines are met. Please note the following pending dates: [List upcoming court dates or filing deadlines].

We will cooperate with your new counsel to facilitate the orderly transition of your file. Your client file is available for pickup at our office, or we can forward it to your new attorney upon receipt of a signed authorization form.

Regarding our withdrawal, we will file the necessary Motion to Withdraw with the court on [Date].

Sincerely,

[Attorney Signature]
[Attorney Name]